

*22 November 48*

W / Chief, Services Branch

Chief, FBIB

FBIB Office Space

1. FBIB has received informal notification that its Departmental offices will be moved into South Building within the next few weeks. Movement of this branch requires considerable transfer of wiring, communications, and technical equipment in addition to normal files and office furniture which must be moved. Detailed advance planning and coordination will be necessary in order to prevent loss of valuable broadcast coverage.

2. Therefore, in order to permit the greatest possible amount of advance planning, it is requested that FBIB be furnished with floor plans and description of its new quarters at the earliest possible date.

L. K. WHITE

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